



Trial Courts of Arizona in Maricopa County Law-Trained Bailiff

Open Until Filled
\$9.79/hr

The Position

The Trial Courts of Arizona in Maricopa County is the fifth largest general jurisdiction court in the country with a widespread reputation for innovation and excellence for both people and programs. The Trial Courts in Maricopa County is currently seeking a Law-Trained Bailiff to serve one of the Civil Court judges. This is an excellent entry-level opportunity in which to gain courtroom and legal proceedings experience.

The primary responsibilities of this position include:

- Research of legal issues and discussion of pending cases with the Judge
- Reviewing motions for accuracy and compliance with rules of procedure
- Ordering and preparing files for the Court
- Scheduling hearings and meetings
- Preparing courtroom for trials
- Managing courtroom during proceedings
- Assisting visitors and jurors with explanations, directions, and instructions
- Total responsibility for the jurors
- Assisting witnesses and attorneys during courtroom proceedings

The Qualifications

Minimum qualifications include graduation from an academically accredited school of law.

The Compensation Package and Application Process

Our comprehensive benefits package includes medical/dental/vision, up to 23-vacation days per year, and 10 paid holidays. This position is unclassified under the Judicial Merit System. The position is hired by and serves at the will of the individual judge. The compensation is \$9.79 per hour.

How to Apply

Interested applicants must submit a cover letter and resume. Applications may be submitted by one of the following methods:

Via Mail:

Judge Thomas Dunevant III
101 W. Jefferson, Suite 412
Phoenix, AZ 85003
ATTN: Law-Trained Bailiff

Via Fax: 602-506-8843

For more information about the trial Courts, visit our web site:

www.superiorcourt.maricopa.gov

The Court is an Equal Opportunity Employer. It is the policy of the Court not to discriminate in employment or the provision of services. To arrange for reasonable accommodation under the Americans with Disabilities Act (ADA), please call 602.506.0149. TT#: 602.506.3100.